

**KENTUCKY BOARD OF SOCIAL WORK  
BOARD OF DIRECTORS MINUTES  
REGULAR MEETING**

**Tuesday, February 7, 2017 | 11:00 am | 43-44 Fountain Place, Frankfort, Kentucky**

**Members Present:**

Jay Miller, PhD, CSW - Chair  
Jay Davidson, LCSW  
Sharon Sanders, LCSW  
Sally Rhoads, LCSW  
Bill Adcock, LCSW  
Janice James, LCSW

**Staff Present:**

Florence Huffman, Executive Director  
Lindsay Redman, Administrative Coordinator  
Lisa A. Turner, Executive Administrator  
Molly Bode, Intern

**Consultants Present:** Brian Judy, Board Counsel, Assistant Attorney General

**Call to order**

Chair Dr. Jay Miller called the meeting to order at 11:35 a.m.

**Minutes of January 3, 2017:**

**Approved:** A motion was made by Jay Davidson and a second by Bill Adcock to approve the minutes of the January 3, 2016 board meeting. The motion carried by unanimous voice.

**Executive Director's Report**

**Operations Report - December 2016**

Florence Huffman and Lindsay Redman, Administrative Coordinator, presented the following report:

- Applications received: 38 total
- Applications approved: 43 total (Bachelor's exam: 8; Master's exam: 14; Clinical exam: 21)
- Initial licenses issued: 30 total ( LSW: 8; CSW: 14; LCSW: 21)
- Supervision Contracts: 40 total, 29 incomplete submissions deferred
- Reinstatements: 11 total
- Temporary Permits approved: 4 nonclinical, 1 clinical

The board was informed that an overview of fiscal year 2016 renewals and applications will be available at next month's meeting.

As an effort to collaborate with approved instructors and to assure that thorough instruction is being presented at LCSW Supervision Trainings, Lisa Turner will be attending several trainings to gather information on the content presented and will report back to the board.

**Education and Outreach**

Florence Huffman distributed copies of the KBSW Spring Newsletter which is ready to be mailed to the licensees.

Florence Huffman discussed the article from the board promoting the protection of the public as part of National Social Work Month in March.

## **Association of Social Work Boards (ASWB)**

Florence Huffman reported that the FARB/ASWB Board of Directors meeting held on January 25<sup>th</sup> – 29<sup>th</sup> was informative, with focus on the North Carolina Dental Board Supreme Court case and its impact, among other information presented.

Florence Huffman reported that she will attend the Mobility Task Force meeting in Herndon, VA on February 11-12, 2017.

Attendance at the ASWB Spring Education meeting (Henderson NV):

**Approved:** A motion was made by Sharon Sanders and a second by Janice James to approve Sharon Sanders and Janice James to attend ASWB Spring Education Meeting focusing on “Continuing Competency in Continuing Education” in Henderson, NV on April 28-29, 2017. The motion carried by unanimous voice.

## **Financial Report**

### **December 2017 Revenues and Expenditures**

- Sum of Revenues: \$19,125
- Sum of Expenditures: \$28,187
- Cash Balance: \$425,177

The salary adjustments approved for Florence Huffman and Lisa Turner are pending until approved by the Personnel Cabinet. The board confirmed that the raises will be applied retroactively to December 2016.

## **Travel and Per Diem**

**Approved:** A motion was made by Janice James and a second by Jay Davidson to approve board members’ travel and per diem. The motion carried by unanimous voice.

## **Committee Reports**

### **Complaint Review Committee**

**Approved:** A recommendation was made by the committee and a second by Sally Rhoads to close case no. 14-30 for compliance with the terms of the Agreed Order. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Jay Davidson for an Agreed Order for case no. 15-19 with the terms, license suspended for two years with credit for six months nonpractice; the remainder one and one-half years’ suspension probated with required impairment program participation and allowed to practice under supervision. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Jay Davidson to approve the committee’s recommendation for dismissal of case no. 16-10. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sharon Sanders for dismissal of case no. 16-18. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sally Rhoads for dismissal of case no. 16-20. Janice James recused. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sharon Sanders for an Assurance of Voluntary Compliance for case no. 16-21. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Jay Davidson to enter an Agreed Order for Surrender of License as if Revoked for case no. 16-26. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sally Rhoads to open the complaint for investigation for case no. 16-33. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Jay Davidson to enter an Agreed Order for Surrender of License as if Revoked for case no. 16-36. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sally Rhoads for dismissal of case no. 16-37. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Jay Davidson for dismissal of case no. 16-39. Janice James recused. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sharon Sanders for dismissal of case no. 16-40. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sharon Sanders for dismissal of case no. 16-41. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Jay Davidson for dismissal of case no. 16-42. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Sally Rhoads to open the complaint for investigation for case no. 17-02. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee and a second by Jay Davidson to deny the reconsideration of case no. 16-04, which was resubmitted by the same complainant against the same respondent covering the same time period of services rendered with no new allegations or evidence to support reopening the disciplinary action. The motion carried by unanimous voice.

#### **Application Review Committee**

Jay Davidson, LCSW, and Sharon Sanders, LCSW

No Application Committee meeting was held because no applications for licensure were submitted for committee review.

#### **Supervision Committee**

Justin Miller, PhD, CSW; Sally Rhoads, LCSW; and Jay Davidson, LCSW

**Approved:** A motion by Jay Davidson and a second by Sally Rhoads to approve the committee's recommendation to issue a Letter of Concern to Celes Smith, CSW for practicing without a contract and a Letter of Concern to Catherine Prather Proctor, LCSW to complete an LCSW Supervision Course within six months. Sharon Sanders recused. The motion carried by unanimous voice.

#### **Continuing Education Committee**

No Continuing Education Committee meeting was held because no requests for continuing education were submitted for committee review.

**Old Business**

Justin Miller, PhD, CSW Chair

**201 KAR 23: 075 Continuing Education Regulation**

**Approved:** A motion was made by Janice James and a second by Bill Adcock not to accept the recommended comment for page 3 line 12 and to keep the requirement that the clinical social work supervision training course be taught in person. The motion carried by unanimous voice.

**Approved:** A motion was made by Jay Davidson and a second by Sally Rhoads to approve all other changes after comments, as presented, except for the comment on the change above. The motion carried by unanimous voice.

**Approved:** A motion was made by Jay Davidson and a second by Sharon Sanders to authorize the Board Chair, Justin Miller, to approve the final document that will be submitted to LRC with the changes approved at today's meeting. The motion carried by unanimous voice.

**Case No. 15-14 A&B**

Brian Judy reported that the Notice of Appeal Statement has been filed in Grayson County Circuit Court to release court records requested as necessary to the investigation for Case No. 15-14 A&B. The appeal is pending.

**New Business**

Justin Miller, PhD, CSW Chair

**Legislative Update**

**Publication of Disciplinary Actions**

The board discussed different methods to publicize final disciplinary actions. The board agreed to support transparency and post disciplinary actions on the website with a link to the pdf document. Florence Huffman will send a draft of what the final product will look like.

The hard work that Molly Bode has put into her project "A Decade of Discipline" with Dr. Jay Miller is nearing completion and has produced some interesting results, which will be presented at an upcoming meeting.

**ASWB Waiver Request**

**Approved:** A motion was made by Sharon Sanders and a second by Sally Rhoads to send a letter to the ASWB requesting a waiver for Kentucky applicants to sit for the exam six weeks prior to the last day of class. The motion carried by unanimous voice.

**Adjournment**

**Approved:** A motion was made Sally Rhoads and a second by Sharon Sanders to adjourn the meeting at 1:20 p.m. The motion carried by unanimous voice.

Respectfully submitted,



Dr. Justin "Jay" Miller, Ph.D., CSW, Chair